

You have received an 11" Macbook Air. Details on the technical specifications can be found at: <http://www.apple.com/macbookair/specs.html>.

The full instruction manual that comes with the computer can be found at: http://manuals.info.apple.com/en_US/macbook_air_11inch_mid2011_ug.pdf.

This is a complete guide to the Macbook Air. This document will be a basic usage guide.

On startup, you are brought to your desktop. You should see a black design with the Padua logo in the center. On the bottom edge of your screen is the dock.



The dock is where all the apps, folders, and trash can be accessed. To access a program from the dock, click on the icon. The program will open, and a blue light will appear under the program icon. All program icons are to the left. To the right is a shortcut to the Documents Folder and the Downloads Folder. The Documents folder is a place to hold your files, like word files and powerpoints. The Downloads folder is the default destination for any file downloaded off the internet. The Trash bin is where files are temporarily stored when they are deleted. To delete a file, click and drag it to the Trash icon. To empty the trash (and permanently delete all files in the Trash), click on the trash icon and click the Empty Trash Button.

To access installed programs, click the spaceship icon in the Dock. This is Launchpad.



The Launchpad has two pages. to get to the scond page, click the second small white dot towards the bottom of the page, or swipe right with two fingers. Click on the program icon to

open. To close the dashboard, click in a blank space. To create a folder for icons, drag one icon on top of another. The two icons will then be placed in a new folder. To open a folder, click on it once. To close a folder, click in a blank space.



The Titlebar holds menus for easy access. The Apple Menu holds shortcuts to dock settings, Force Quit, Logout, System Preferences, and other things. Click the Apple in the Top right to access the Apple Menu. Directly to the right of the Apple Menu is the Taskbar. The Taskbar holds menu for the program you are currently focused on. This means that the window of the program is in active focus by you clicking on it. The bolded word (in the picture, Finder) is a menu that has basic options like “About,” “Quit,” “Preferences,” etc. The other Menus after the Basic Menu change from program to program.

The next symbol is the Google Drive Menu. this only appears when the program is running. In the Google Drive menu, you can view storage used, stop synchronization, and access program preferences. The shield icon with an S inside is the Sophros Anti-Virus Menu. This icon will animate by itself when the Anti-virus does periodic scans. You will not need to do much with this program, it is configured already. The next icon is the wireless status menu. The picture will give you information of your wireless status and strength. The wireless status as seen above is saying Very Good signal strength with a valid internet connection. The dot at the bottom of the symbol denotes a valid internet connection, the more curved lines coming from the dot, the higher the signal strength. If the icon looks like an empty pizza slice, you have no internet connection. You need to click the icon and select a wireless network. The school's network is “phwn.” The speaker icon is the volume adjust. Click the icon and drag the slider to a comfortable position. This can also be done with the keyboard. The next icon is the battery icon. The battery icon is represented by a solid area. The smaller the filled in section, the less time the battery can function independent of the power charger. When the filled in section turns red, you need to plug in your computer immediately, or it will sleep to preserve memory. Sleep takes a smaller amount of battery power, and will drain if you wait a day or two to plug it in. If it will be awhile before you get a chance to plug in your Macbook, shut it down through the Apple Menu. Do not just close the lid to sleep the computer. More about the type of battery in your Macbook:

<http://www.techrepublic.com/blog/helpdesk/the-care-and-feeding-of-li-ion-batteries/124>

The magnifying glass on the far right of the taskbar is the Spotlight Service. Click it to open a Spotlight search box. This service allows you to search your computer and other services. For example, typing “cat” into the Spotlight search box gives files with “cat” in the name, a dictionary entry for “cat” and a link to a web search and a Wikipedia search. Spotlight can help you find answers and files on your computer.

All settings for the MacBook Air can be accessed through the System Preferences dialog. This dialog can be accessed through the gear icon on the Dock or through the Apple Menu.



Clicking on the icons in System Preferences takes you to sub-menus:

- General: System colors, scroll bars, other general preferences
- Desktop and Screensaver: Change the Desktop Background, Choose a screensaver
 - Pictures available for Backgrounds: System defaults, files in the Pictures Folder
- Dock: Make the dock larger or smaller, turn on dock magnification
- Mission Control: For Powerusers. It allows you to assign keystrokes to Mission Control functions.
- Language and text: This section allows you to change keyboard inputs; date, number and currency formats; and languages. If you have a keyboard built for another language, or are used to another keyboard format (Dvorak, Chinese, International, etc.) you can change it here. This is not where you find symbols from other languages, such as é, ç, ø, ü, etc.
- Security and Privacy: The only tab you will need to change is General. This tab allows you to specify when the password is asked for (on login, on wake), and specify different account security settings.
- Spotlight: This allows you to change how and where the Spotlight service searches. It also allows you to change the Spotlight shortcut (default is Command + space)

- Universal Access: If you have motor, sight or hearing issues, Universal Access can help you make your computer more accessible. The IT department will be happy to assist you in making your computer easy to use.
- CD's and DVD's: The Macbook Air does not come with a CD or DVD slot. However, if you attach an external drive, the operating system will be able to recognize and play the disc. This menu allows you to customize what program handles each type of disk.
- Displays: This menu allows you to customize your resolution and brightness. If the auto-adjust brightness annoys you, you can uncheck the box marked "Automatically adjust brightness."
- Energy Saver: These settings are already configured for you. You can change when the computer wakes and sleeps and how many power-saving tasks the computer will carry out.
- Keyboard: This allows you to change certain keyboard shortcuts and key functions. It can also set the key repeat duration for people with motor and dexterity issues.
- Mouse: This allows you to configure an external mouse.
- Trackpad: This is where you configure trackpad gestures. All gestures come with demo animations in the right. To view a demo, click the gesture on the left. If you keep accidentally triggering a gesture, uncheck its box or change the gesture. You can also change the scroll direction here. The default is natural, which means you scroll like you were pulling on the content, like scrolling on a iPad or iPod. If you are used to Windows and mouse scrolling, it is recommended that you uncheck the scroll direction under "Scroll and Zoom."
- Print and Scan: This is where you configure printers and scanners. The school printers are already configured for you, but if you need to add a home printer, this is where you do it.
- Sound: This is where the Alert Tones and external sound devices are configured.
- iCloud: This is an Apple service not affiliated with Padua Academy. More information can be found at: <https://www.icloud.com/>
- Mail, Contacts, and Calendars: You can set up iMail, iCal, and other Apple programs to work with your mail account and calendar services (including Padua Academy Mail).
- MobileMe: This service is outdated. Do not use it.
- Network: This is where wireless and other networks are configured. The Padua Network is already configured for you, but if you need to configure a home network, this is where you do it.
- Bluetooth: This is where external Bluetooth enabled devices can be configured.
- Sharing: This is set up for you. Do not change any field in this dialog.
- Users and Groups: This is where Users and user preferences are configured. Do not add new users. Only you are allowed to use this computer! You may change your name (in the case of a misspelling) and your password (required, wait until the orientation meeting).
- Parental Controls: This is unnecessary for you, and should be left alone.
- Date and Time: This is where time and clock preferences are set. The system clock is very important, and should be left alone. It synchronizes automatically. The clock format can be customized under the Clock tab.

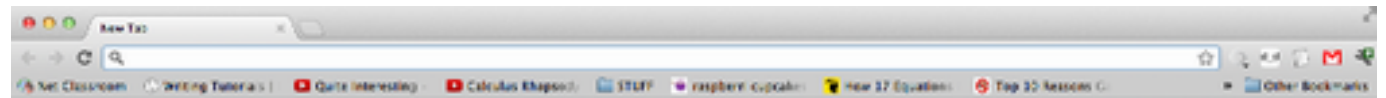
- Software update: The computer will update automatically. Many updates do not require a restart, so install them promptly.
- Speech: This controls the Text to Speech and Speech to Text interpreters. If you have visual or motor issues, IT will help you set this up.
- Time Machine: This allows you to backup your computer with an Apple service. You need a special external hard drive, or a Time Capsule. More information at <http://www.apple.com/support/timemachine/>.
- Startup Disk: You do not need to change anything in here.

To access files on your computer, use Finder. Finder is the face-like icon on the Dock. It will always be the first icon. More about Finder can be found at: <http://macs.about.com/od/switchersnewusers/tp/finderhub.htm>

The internet browser of choice is Google Chrome. Chrome's icon looks like this:



Google Chrome integrates very well with the Google Tools Suite (your Padua Mail, Docs, Calendar, etc.) and is very easy to use.



This is the User interface of Google Chrome. The white box is the omnibar, where you can type in anything you want. Google search, web address, questions, site searches; everything goes in the omnibar. Your home page is the Padua Mail login. To bookmark a site, click the star on the end of the omnibar. It will appear in the Bookmarks Bar, and you click to go to it.

In different menus, you will see glyphs like the ones below. Each corresponds to a key, and it tells you what the keyboard shortcut is. For example, the Key symbol for Force Quit is $\text{⌘} + \text{⌥} + \text{Esc}$. This means Option + Command + Escape.

| | |
|---|-------------|
| | Escape |
| → | Tab forward |

| | |
|----|---------------------------|
| ⌕← | Tab back |
| ⇧ | Capslock |
| ⇧ | Shift |
| ^ | Control |
| ⌘ | Option (Alt, Alternative) |
| ⌘ | Command (Open Apple) 2 |